
	<p>North Dakota Swimming</p>	<p>Policies and Procedures</p>
<p>Subject: 14 & Under Zone Meet(s)</p>	<p>Document Number: 8.2 Version Number: 01</p>	<p>Effective Date: April 26, 2020 Last Revision: April 26, 2020</p>

8.2 - 14 & UNDER ZONE MEET(S)

A. Athlete Qualification and Selection

- (1) Athletes must be registered as regular (not Flex or Seasonal) with ND Swimming.
- (2) Athletes attending Zone meets are required to swim at least one ND LSC sanctioned meet (not time trials) during that season to receive funding from ND LSC.
- (3) Qualification for Zone meets will be dictated by the official Zone Meet entry information, which will override any conflicting ND LSC policy.
- (4) Athlete selection conforming to the Zone Meet Qualification Standards is the responsibility of the ND LSC.
- (5) Athlete Selection Policy:
 - a. All athletes with a AAA time for an event may participate in that event.
 - b. If an event has two or more athletes qualified with a “AAA” time, then no additional athletes with non-qualifying times may attend.
 - c. Athletes with AAA qualifying times prior to the ND LSC State Championship Meet are asked to declare their intent to participate in the Zone Championship Meet with the Zone head coach, prior to the first day of the ND LSC State Championship Meet, but no later than one hour past the conclusion of the ND LSC State Championship Meet. A sign-up form will be provided by the Zone head coach the first day of the ND LSC State Championship Meet. All club coaches will be provided with these forms to disperse accordingly to their club.
 - d. For events that do not have two AAA participants signed up: intent must be declared by 8pm central time Sunday night of the ND LSC Long Course State Championship to be available for participation based on order of finish from the ND LSC Long Course State Championship. Following the 8pm deadline, the head coach will approve the entry of up to 2 swimmers to fill any open events without “AAA” qualifiers as policy allows. The head coach will notify parents ASAP but no later than noon on Monday following the ND LSC Long Course State Championship of those athletes selected to represent ND LSC at Zones. Information will also be posted via the Zone website. This assumes that the LSC is allowed to enter 2 individuals per event (currently the policy for the Central Zone Meet).
 - e. Team members with, if allowed by the meet information, will be selected to fill open team positions by the following criteria:
 - i. Qualified swimmer (AAA Swimmer) is automatically selected for the team, if commitment has been declared.

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- ii. Remaining spots (up to two positions per event/age group depending on results of above selection step) will be filled based on the following qualifications:
 - a. Swimmers must have swum a minimum of an A time in their associated age group the first day of competition on the start of the Central Zones competition. A swimmer with a time slower than an A time, will not be eligible to fill a spot on the team.
 - b. The next fastest swimmer during the current long course season, including results of the State Long Course Championships, would be eligible to fill the position.
 - iii. “Time trial” times will not qualify a swimmer for one of the top two spots unless that time a AAA qualifying time. A time trial during the Long Course Championships, resulting in a time lower than a AAA time does not qualify for consideration for Zone selection.
- f. Athletes may attend the Zone meet as a “relay only swimmer” under the following conditions:
- i. If there is an open spot.
 - ii. The meet information allows.
 - iii. At the discretion of the Senior Vice-Chair and Head Coach.


B. Athlete Fees

- (1) Athlete fees or the reimbursement level for Zone meet(s) will be set during the spring LSC meeting for the next Zone meet(s), depending on whether or not team travel or support is provided.
- (2) All athlete fees will be paid in full during the Zone registration process held immediately following the ND LSC State Long Course Meet. No funds will be refunded if an athlete does not attend.

C. Athlete/Parent Responsibilities

- (1) Athletes and parents are strongly encouraged to attend any informational meetings held at the ND LSC LC State Championship Meet.
- (2) All required documents and release forms must be completed prior to travel.
- (3) Athletes will be required to sign and follow a code of conduct. Parents must agree to be responsible for any athlete that violates the code of conduct and any expenses related to their return home or any additional expenses incurred to deal with any situations that occur from such violation.

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D. Coach/Chaperone Responsibilities

(1) Coaches are primarily responsible for athletes during competition and to/from competition. Chaperones are primarily responsible for athletes at all other times. However, chaperones and coaches must be available at all times and help when needed or when assistance is requested.


E. Coaching

- (1) "Coach" is defined as staff that trains the athletes during the season and is contracted by the swim club to coach. All coaches must be USA Swimming registered and in good standing the duration of the trip.
- (2) The coaches' representative for that given year of Zones will be the head coach (or will select an alternate with input from the General Chair) for the Zone Swim Meet and will appoint the assistant coaches with input from the General Chair and alternate head coach if applicable.
- (3) The ND LSC will provide at least one coach per ten athletes, with a minimum of two coaches for prelim/time finals/finals meet formats.
- (4) The head coach will be paid \$100.00 per day wages, \$30.00 per day food allowance plus actual room expenses incurred.
- (5) Assistant Coaches will be paid \$80.00 per day wages, \$30.00 per day food allowance plus actual room expenses Incurred.
- (6) Zone coaches' salary begins when the coach boards the bus and ends when the coach exits the bus at the end of the trip. At no time will swimmers be on deck without a coach during warmups, competition, etc.
- (7) If team travel is not provided, head coaches and assistant coaches travel expense will be reimbursed upon expense report submission. Vehicle and room sharing will be expected when possible. Mileage, when applicable, will be at the current IRS rate.
- (8) If transportation is provided by the LSC via bus or rental vehicle the coaches will be encouraged to travel with the team. If the coaches choose to travel separately from the team it will be at their own expense.

F. Chaperones - when LSC sponsored team travel is provided

- (1) Chaperone selection is the responsibility of the Senior Vice-Chair with input from the General Chair.
- (2) All chaperones must be registered USA Swimming non-athlete or coach members in good standing the duration of the trip.

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- (3) The ND LSC will provide a minimum of four chaperones (if the LSC provides transportation/lodging for Team ND). At least two chaperones with prelim/finals swimmers and two chaperones with timed finals swimmers. If the ND LSC does not provide transportation/lodging, then supervision outside the pool is the responsibility of each parent & no chaperones are provided.
- (4) Athletes traveling or staying with parents or guardians are not the responsibility of the ND LSC. The parent or guardian is responsible for making all arrangements, ensuring the athlete is in attendance at all team functions and at the pool on time.
- (5) Chaperones will travel with the team and motel, team dinner, and entry fees will be paid by the ND LSC.

G. Transportation

- (1) The ND LSC will decide at the fall ND LSC meeting if transportation for each of the Zone Meets will be provided or not. If the policy is not voted on at the fall meeting, it will follow the previous year's procedure unless overridden at the spring ND LSC meeting.
- (2) Athletes of age 10 and under, will be required to have transportation provided by parents/family. ND LSC will not transport athletes age 10 and under.


H. Meet Expenses

- (1) Entry Fees will be paid by the LSC

I. Open Water Events

- (1) If open water events are not held in conjunction with the pool events, the ND LSC will promote attendance at the Zone Open Water Meet. The ND LSC will determine at the spring meeting if they will provide a coach or any direct support (travel, lodging, apparel, etc. or reimbursement) for the Central Zones Open Water Championships.
- (2) If open water events are held in conjunction with the pool events, the Zone head coach and Senior Vice-Chair may elect to provide limited attendance or not to attend. This decision will be made before or during the registration meeting.

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J. Miscellaneous

- (1) The head coach & the Senior Vice-Chair will work together within the limits of the budget to provide team apparel or a package for our Zone Team ND. The goal will be to provide a similar theme for a 3-year period as to minimize additional purchases by Team ND families. The ND LSC will provide a Team ND item paid for by ND LSC each year an athlete attends the Central Zone 14 & Under Zone Championship. Athletes will also receive two (2) Team ND swim caps and t-shirts as determined and designed by the head coach and Senior Vice-Chair as budget allows. Additional items may be available for purchase for trading purposes.
- (2) ND LSC will pay training fees for the Zone Team ND when it is necessary for the team to train in route to Zone meets.
- (3) The Senior Vice-Chair or a representative selected by the Senior Vice-Chair will attend Zone meets. He/she will represent the ND LSC in all affairs during the meet and travel with the team to and from the meet. He/she is additionally responsible for arranging payment of team expenses.
- (4) The Senior Vice-Chair or his/her representative's expenses during the Zone meets will be paid by the ND LSC.

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